



TOWN OF KITTERY MAINE

TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

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www.kittery.org

APPLICATION: SITE PLAN -AMENDMENT TO AN APPROVED PLAN

FEE FOR SITE PLAN AMENDMENT REVIEW:	<input type="checkbox"/> \$150.00 PLUS THE GREATER OF	<input type="checkbox"/> \$50/ADDITIONAL USE OF UNIT; OR <input type="checkbox"/> \$0.50/LINEAR FOOT OF ADDITIONAL DOCK, SLIP & FLOAT; OR	<input type="checkbox"/> \$5.00/100 SQ FT OF GROSS FLOOR AREA <input type="checkbox"/> \$20.00/ADDITIONAL UNIT INTENDED TO PROVIDE OVERNIGHT SLEEPING ACCOMMODATIONS	Application Fee Paid: \$ _____ Date: _____ Escrow Fee Paid: \$ _____ Date: _____			
PROPERTY DESCRIPTION	Parcel ID	Map	Lot	Zone(s): _____ Base: _____ Overlay: _____ MS4: _____	YES _____ NO _____	Total Land Area	
	Physical Address						
PROPERTY OWNER'S INFORMATION	Name			Mailing Address			
	Phone						
	Fax						
	Email						
APPLICANT'S AGENT INFORMATION	Name			Name of Business			
	Phone			Mailing Address			
	Fax						
	Email						
PROJECT DESCRIPTION	Project Name:						
	Existing Use:						
	Proposed Amendment Please describe how the approved plan is proposed to be amended. State any known areas of non-compliance to the Town Code and how this amendment will decrease or remove non-compliance, if applicable.						
I certify, to the best of my knowledge, this application information is true and correct and I will not deviate from the plan submitted without notifying the Kittery Town Planning Department of any changes.							
Applicant's Signature:	_____			Owner's Signature:	_____		
Date:	_____			Date:	_____		

Minimum Plan Submittal Requirements

- ☐ 15 COPIES OF THE APPROVED SITE PLAN - 5 OF WHICH MUST BE 24"X 36"
- ☐ 15 COPIES OF THE PROPOSED AMENDMENT TO THE SITE PLAN
- ☐ 1 PDF OF THE SITE PLAN SHOWING GPS COORDINATES

PRIOR TO BEGINNING THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO ***DETERMINE COMPLETENESS/ACCEPTANCE.***

THE APPLICANT IS RESPONSIBLE TO PRESENT A CLEAR UNDERSTANDING OF THE PROPOSED AMENDMENT.

- A) Paper size:
 - ☐ No less than 11" X 17" (reduced) or greater than 24" X 36" (full)
- B) Scale size:
 - ☐ Under 10 acres: no greater than 1" = 30'
 - ☐ 10 + acres: 1" = 50'
- C) Title block:
 - ☐ Applicant's name and address
 - ☐ Name of preparer of plans with professional information and professional seal
 - ☐ Parcel's tax map identification (map – lot)
 - ☐ Date of plan preparation
- D) Clearly show how the approved plan will be amended.
- E) Provide signature blocks for amended approval.
- F) Provide all associated reference material and or documentation that clarifies and or supports the purpose of the proposed amendment.
- G) Revisions to the boundary, internal lots and or parcels must be signed and sealed by a surveyor licensed in the State of Maine.
- H) Revisions to the proposed site must be signed and sealed by a professional engineer licensed in the State of Maine.

NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.

SUBMITTALS THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.